

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1370

TITLE: FINANCIAL SPECIALIST I

GRADE: S-20

DEFINITION:

Under direct supervision, performs entry level professional tasks of limited difficulty in budget and/or fiscal management for an agency; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Positions in the Financial Specialist I class perform entry level work that is routine budget and fiscal work that is limited in scope; or this class may be utilized for an underfill or as a trainee until a level of proficiency and competency is achieved to perform full performance budget and fiscal professional work.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position job description.)

Prepares financial statements and reports and reviews for accuracy;

Oversees the processing of budget, procurement, and/or payment documents;

Analyzes cost, revenue and operating expenses;

Maintains special revenue/account funds;

Develops, prepares and justifies the budget for a small agency or assists with budget development for a large agency.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Knowledge of accounting theories, bookkeeping, public budgeting, and grant administration;

General knowledge of laws ordinances and regulations governing municipal finance;

Ability to interpret automated financial reports and financial policies and procedures;

Ability to analyze revenue and expenses and make projections;

Ability to complete budget documents in accordance with the Department of Management and Budget.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:

Graduation from an accredited four year college or university with a bachelor's degree in accounting; OR a bachelor's degree in business administration or related field that has been supplemented by at least 6 credit hours of basic accounting principles and concepts.

BRIDGE CLASS EMPLOYMENT STANDARDS

Four years of increasingly complex technical administrative experience in the assigned functional area, comparable to experience at the Administrative Assistant IV, or higher, level.

This class can serve as a bridge class enabling individuals who do not meet the educational or professional experience standards listed above to qualify for this class by possessing four years

of increasingly complex technical administrative experience in the assigned functional area, comparable to experience at the Administrative Assistant IV, or higher, level.

The purpose of this bridge class is to promote upward mobility within the Fairfax County workforce. However persons qualifying for this class on the basis of their technical experience may not substitute this technical experience for education, or for professional experience, in order to qualify for other employment opportunities.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

Certain positions with financial responsibility within this class may be subject to criminal history record checks and/or credit checks as a condition of employment and periodically thereafter, as determined by the department head. An applicant or an employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency; Applicants and employees within these positions must demonstrate financial responsibility in personal finances as a condition of employment.

REVISED: February 2, 2010

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ESTABLISHED: November 6, 2009